

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
CT CAREER TRAINEE (target class: PLANNING ANALYST)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Bureau of Energy and Technology Policy, Office of Energy Supply

**Position#:** 100249

**Type of Position:** Full-time

**Annual Salary:** Bachelor Degree: AR15, Step1 (first year) \$42,090; AR15, Step 5 (second year) \$48,162  
Master Degree: AR15, Step 2 (first year) \$43,611; AR15, Step 5 (second year) \$48,162

**Closing Date:** 01/11/13

**Eligibility Requirement:**

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates on Reemployment/SEBAC lists will be given first consideration.

**Description of Duties:**

Incumbent receives training to develop skills and knowledge in the field of planning, monitoring and evaluating various energy programs in order to qualify for advancement to the professional position of Planning Analyst. Incumbent would perform a variety of increasingly difficult duties as skills are acquired during the course of the two-year training period including but not limited to: planning and developing new programs related to natural gas and the development of renewable energy sources; monitoring and modifying existing plans and programs; acting as liaison with other units, agencies, utility representatives and outside officials regarding programs and plans; developing procedures and programs; drafting regulations; analyzing and evaluating grant applications and requests for proposals; conducting special studies; and preparing reports.

**Knowledge, Skills and Abilities:**

- Ability to understand, evaluate and solve problems by exercising judgment and logic;
- Ability to read, interpret and understand written material including relevant state and federal laws and regulations;
- knowledge of statistical analysis;
- ability to interpret charts, graphs and tables;
- learning and reasoning ability;
- ability to utilize computer software;
- knowledge of research methods and techniques;
- interpersonal skills;
- oral and written communication skills;
- general knowledge of energy issues, a plus.

**General Experience:**

Bachelor or Master Degree in planning, public administration or closely related field.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a [CT-HR-12](#) Application for Employment, College transcript(s) and Current State employees must provide a copy of the last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection  
Human Resources Division  
79 Elm Street  
Hartford, CT 06106-5127  
Attn: Diane B. Ragali  
Telephone: (860) 424-3006  
Fax: (860) 424-3896**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or email [deep.hrmed@ct.gov](mailto:deep.hrmed@ct.gov). Any person with a hearing impairment may call the State of Connecticut relay number 711.